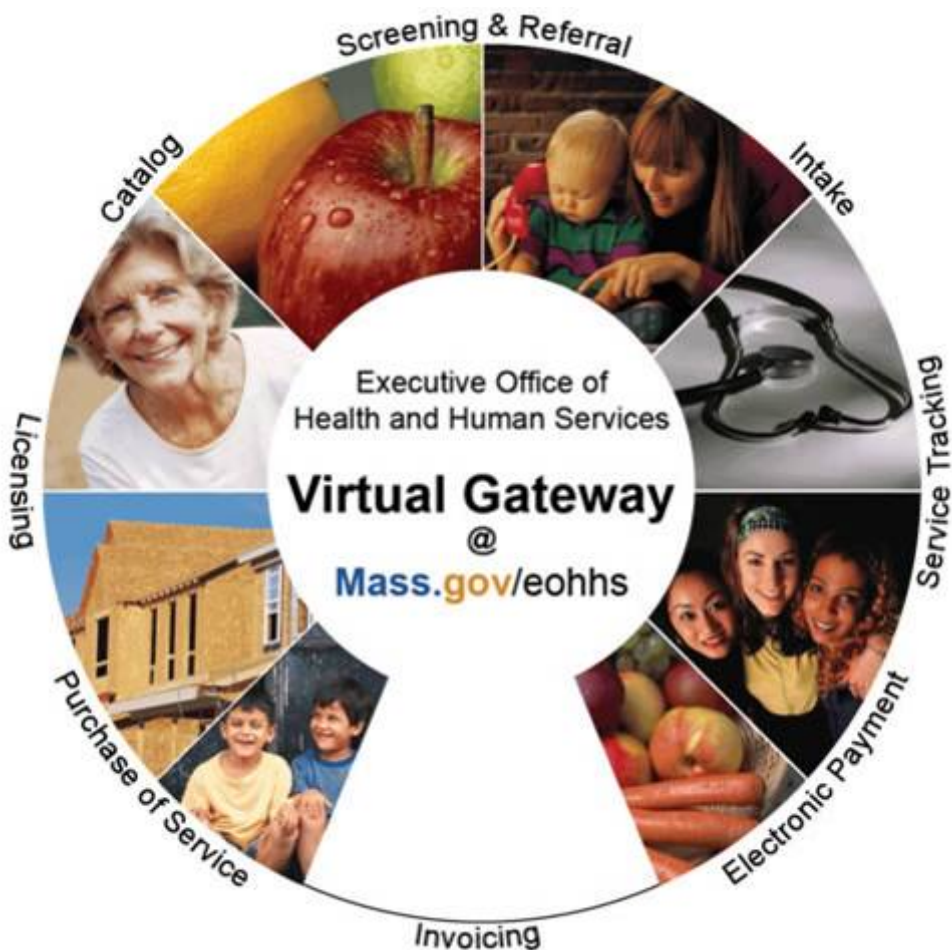


**Commonwealth of Massachusetts**  
**Executive Office of Health and Human Services**

---

**Virtual Gateway**



**SHORE Version 7.0 Enhancements**  
**May, 2008**



# SHORE Version 7.0 Enhancements

## May, 2008


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## Provider Supervisor & Technical Specialist - Roles View

### Log In

A new page will display in Version 7.0 of SHORE for users that have Provider Supervisor or Technical Specialist roles. This new page provides real-time aggregate information on your programs. This feature benefits the entire homeless community as it provides real-time statewide and continuum level aggregate data on a need-to-know basis. **To get to the client look-up screen, click the application link in the upper right hand corner:**

Health and Human Services 

[Revision History](#) [Mass.Gov Home](#) [Help](#) [Logout](#)

Welcome HMIS Developer Homeless Management Information System

Location : VG-7.0 ☒ Shore User ☐ Uploader ☐ Both [Application](#)

#### Capacity Distribution

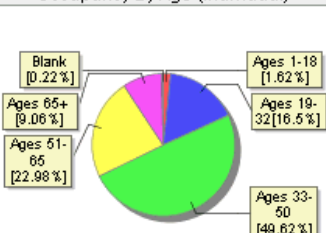
Overview		
	Individual	Family
Capacity	1927	1210
Capacity Online	1825	1210
Occupancy	525	413
Vacant	1402	797
Avg. Household Size	-	1

#### Stay & Income/Benefits

Active		
	Individual	Family
Average Stay	275	283
Minimum Income	\$5	\$11
Maximum Income	\$3434	\$2948
Median Income	\$403	\$339

#### Graphical View

##### Occupancy By Age (Individual)



Age Group	Percentage
Blank	0.22 %
Ages 1-18	1.62 %
Ages 19-32	16.5 %
Ages 33-50	49.62 %
Ages 51-65	22.98 %
Ages 65+	9.06 %

#### Top 5 Reasons for Homelessness

	Individual	Family
--	------------	--------

#### Occupancy

by Age	Individual	Family
Ages 1-18	15	30
Ages 19-32	153	275
Ages 33-50	460	165
Ages 51-65	213	4
Ages 65+	84	10
Blank	2	9

by Ethnicity	Individual	Family
Hispanic/Latino	50	116
Non-Hispanic/Latino	733	278
Blank	122	99

by Gender	Individual	Family
Male	732	58
Female	173	435

To return to the dashboard, follow the dashboard link in the left navigation panel.



## Client Lookup

### Add a New Client

Two new fields have been added when you register a new homeless individual (Figure 1):

- \* Veteran
- \* Disabling Condition

**HMS - Register Homeless Individual Screen**

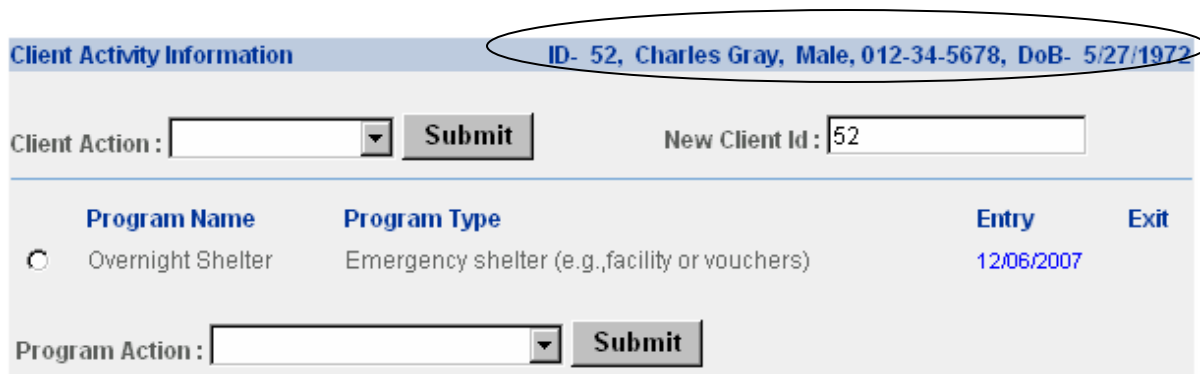
Legal First Name : *	<input type="text" value="Charles"/>
Legal Middle Name :	<input type="text"/>
Legal Last Name : *	<input type="text" value="Gray"/>
Suffix :	<input type="text"/>
Social Security # :	<input type="text" value="012"/> - <input type="text" value="34"/> - <input type="text" value="5678"/>
SSN Data Quality Code : *	<input type="text" value="Full SSN reported."/> ▾
Date of Birth :	<input type="text" value="05"/> / <input type="text" value="27"/> / <input type="text" value="1972"/> (MM / DD / YYYY)
Gender : *	<input type="text" value="Male"/> ▾
Ethnicity :	<input type="text" value="Non-Hispanic/Latino"/> ▾
Race : (Press the 'Ctrl' key and click the item for multiple selection)	<div><div>American Indian or Alaska Native</div><div>Asian</div><div>Black or African-American</div><div>Native Hawaiian or Other Pacific Islander</div><div><b>White</b></div></div>
Is client chronically homeless ?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Veteran :	<input type="text" value="No"/> ▾
Disabling Condition :	<input type="text" value="No"/> ▾
<div><input type="button" value="Back"/> <input type="button" value="Save and Continue"/></div>	

Figure 1: New Client fields



## Client Activity Information screen

Basic client information is now summarized at the top of the Client Activity Information screen (Figure 2):

The screenshot shows the 'Client Activity Information' screen. At the top, a blue header bar contains the text 'Client Activity Information' on the left and 'ID- 52, Charles Gray, Male, 012-34-5678, DoB- 5/27/1972' on the right, which is circled in black. Below the header, there is a section for 'Client Action' with a dropdown menu and a 'Submit' button, followed by a 'New Client Id' field containing the number '52'. A horizontal line separates this from a table below. The table has four columns: 'Program Name', 'Program Type', 'Entry', and 'Exit'. The first row shows 'Overnight Shelter' under Program Name, 'Emergency shelter (e.g., facility or vouchers)' under Program Type, and '12/06/2007' under Entry. Below the table, there is a 'Program Action' section with a dropdown menu and a 'Submit' button.

Program Name	Program Type	Entry	Exit
Overnight Shelter	Emergency shelter (e.g., facility or vouchers)	12/06/2007	

Figure 2: Client Activity Information screen



## Client Actions

### Program Entry

On the first page of program entry (**Figure 3**), a new field has been added:

\* Homelessness Status at Enrollment

Also, basic information is summarized at the top of each screen.

**Client Program Entry** ID- 52, Charles Gray, Male, 012-34-5678, DoB- 5/27/1972

Program Name : \* Emergency Overnight

Assessment Date : 12/06/2007

Program Entry Date : \* 12 / 6 / 2007

Homelessness Status At Enrollment HUD Homeless

Where did you stay before entering the program? Emergency shelter

Length of Stay at Prior Residence : One to three months.

Zip code of the last permanent address : 02458

Quality Code : Full Zip Code Recorded

Physical Disability : Yes ☐ No ☒

Developmental Disability : Yes ☐ No ☒

HIV/AIDS : Yes ☐ No ☒

Mental Health problem? Yes ☐ No ☒

Substance Abuse Problem? No

Have you ever been a victim of Domestic Violence? Yes ☐ No ☒

**Save and Continue**

**Figure 3: Program Entry Initial Questions**



## Program Actions

---

**Program Actions:** New program actions include:  
\* Add HUD Services and  
\* Copy Program Data  
Also, Service Maintenance has been enhanced.

---

**Add HUD Services** Providers may wish to track the standard HUD Services provided to their clients within the context of their program offerings.  
The Add HUD Service feature under the Program Action menu is the tool used to record standard HUD Services provided to clients.

**Add HUD Service Steps** To record a standard HUD Service provided to a client:

Steps	Action
1	Use <b>Client Lookup</b> or click <b>Profile</b> to get to the Client Activity Information Page.
2	Select a Program to which the <b>Service</b> will be added by clicking once on the radio button next to the correct Program name.
3	Select <b>Add HUD Services</b> from the Program Action drop-down menu. Click <b>Submit</b> (Figure 4).
4	Select the appropriate Service information by clicking in the check box next to the appropriate field(s). Please note that the End Date, Internal and Quantity fields are optional, but the Service <b>Start Date</b> is required (Figure 5). Click <b>Save</b> . <i>To view a previously entered Service, click once on the + sign next to the Program name on the Client Activity Information Page..</i>

*Continued on next page...*



**Step 2** →

Program Name	Program Type	Entry	Exit
Emergency Overnight	Emergency shelter (e.g., facility or vouchers)	12/06/2007	12/12/2007

Program Action :   ← **Step 3**

**Figure 4: Add HUD Services option**

**HMIS - Add HUD Services** ID- 52, Charles Gray, Male, 012-34-5678, DoB- 5/27/1972

Program Entry date: 12/06/2007

HUD Services		
<input type="checkbox"/> 1-Food	<input type="checkbox"/> 2-Housing Placement/Search	<input type="checkbox"/> 3-Material Goods Provision
<input type="checkbox"/> 4-Financial Aid for Housing	<input checked="" type="checkbox"/> 5-Transportation	<input type="checkbox"/> 6-Consumer Assistance
<input type="checkbox"/> 7-Criminal Justice / Legal	<input type="checkbox"/> 8-Education	<input type="checkbox"/> 9-Health Care
<input checked="" type="checkbox"/> 10-HIV/AIDS	<input type="checkbox"/> 11-Mental Health	<input checked="" type="checkbox"/> 12-Substance Abuse
<input type="checkbox"/> 13-Employment	<input checked="" type="checkbox"/> 14-Case Management	<input type="checkbox"/> 15-Day Care
<input type="checkbox"/> 16-Personal Enrichment	<input type="checkbox"/> 17-Outreach	<input type="checkbox"/> 18-Other

Begin Date:  /  /  End Date:  /  /

(mm/dd/yyyy) (mm/dd/yyyy)

Quantity :  Internal : ☐

**Step 4**

**Figure 5: Add HUD Services screen**





## Editing/Deleting a Service Entry

To review or edit a Service entry click once on the name of the [Service](#), which is a hyperlink (Figure 6). (You may first have to click on the **+** sign to access the **Service** information.)

To delete a Service entry, select the **Mark Deleted** check box (Figure 7) and select **Save**.

Program Name	Program Type	Entry	Exit
<input type="radio"/> - Emergency Overnight	Emergency shelter (e.g., facility or vouchers)	12/06/2007	12/12/2007
<b>Service Type</b>			
<a href="#">HIV/AIDS</a>	<b>Service Start</b>	<b>Service End</b>	
<a href="#">Case Management</a>	12/12/2007		
<a href="#">Transportation</a>	12/12/2007		
<a href="#">Substance Abuse</a>	12/12/2007		

Program Action :

Figure 6: Service display

**HMIS - Update Service** ID- 52, Charles Gray, Male, 012-34-5678, DoB- 5/27/1972

Program Entry date: 12/12/2007

---

Type of Service : \*

Service start date : \*  /  /  (MM / DD / YYYY)

Service end date :  /  /  (MM / DD / YYYY)

Service Quantity

Internal Service? ☐

Mark Deleted ☒

---

Figure 7: Update Service screen



## Service Maintenance

Providers may wish to track the other Services provided to their clients within the context of their program offerings.

The Service Maintenance feature under the Program Action menu is the tool used to record Services provided to clients not listed in the Add HUD Services section.

## Service Maintenance Steps

To record a non-HUD Service provided to a client:

Steps	Action
1	Use <b>Client Lookup</b> or click <b><u>Profile</u></b> to get to the Client Activity Information Page.
2	Select a Program to which the <b>Service</b> will be added by clicking once on the radio button next to the correct Program name.
3	Select <b>Service Maintenance</b> from the Program Action drop-down menu. Click <b>Submit</b> (Figure 8).
4	Enter the Service information in the appropriate fields. Please note that the end date is optional, but the Service <b>Start Date</b> and <b>Type of Service</b> are required (Figure 9). Click <b>Save</b> .  <i>To view a previously entered Service, click once on the + sign next to the Program name on the Client Activity Information Page..</i>

Program Name	Program Type	Entry	Exit
+ Emergency Overnight	Emergency shelter (e.g., facility or vouchers)	12/06/2007	12/12/2007

Program Action : Service Maintenance Submit

Figure 8: Service Maintenance Option



**HMIS - Add Service** ID- 52, Charles Gray, Male, 012-34-5678, DoB- 5/27/1972

Program Entry date: 12/06/2007

Type of Service	Begin Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Internal	Quantity
<div><div></div><div>Other</div><div>Housing Placement/Search</div><div>Yoga Group</div><div>Substance Abuse</div><div>Emergency Shelter</div><div>Criminal Justice / Legal</div><div>Consumer Assistance</div><div>Health assessment</div><div>Health Care</div><div>Outreach</div></div>	12/12/2007		<input type="checkbox"/>	

Back Add Row Save

**Services Provided**

Begin Date	End Date	Internal	Quantity
12-2007			
12-2007			
12-2007			
12-12-2007			

Figure 9: Service Maintenance Screen



## Copy Program Data

If a client enters a new program which shares the same information as a previously entered program, the previously entered program information can be copied (as opposed to manually entering that information a second time).

## Copy Program Data Steps

Steps	Action
1	Click on <a href="#">Profile</a> or use <b>Client Lookup</b> to go to the <b>Client Activity Information</b> screen ( <b>Error! Reference source not found.</b> ).
2	Select <b>Copy Program Data</b> from the <b>Program Action</b> drop-down menu. Click <b>Submit</b> (Figure 10).
3	Select the program to copy the information to (Figure 11).
4	Select <b>Copy Program</b> .

The screenshot shows a web interface with a table of programs. The first column is 'Program Name' and the second is 'Program Type'. There are two rows: 'SHORE Work Experience' with type 'Other' and 'Emergency Overnight' with type 'Emergency shelter (e.g., facility or vouchers)'. Both have an 'Entry' date of '12/12/2007'. Below the table, there is a 'Program Action' dropdown menu with 'Copy Program Data' selected, and a 'Submit' button.

Program Name	Program Type	Entry	Exit
SHORE Work Experience	Other	12/12/2007	
+ Emergency Overnight	Emergency shelter (e.g., facility or vouchers)	12/12/2007	

Program Action : Copy Program Data Submit

Figure 10: Copy Program Data option

The screenshot shows a web interface titled 'Copy Program Data' with a sub-header 'ID- 52, Charles Gray, Male, 012-34-5678, DoB- 5/27/1972'. Below this is a table with columns 'From', 'To', 'Program Name', 'Program Type', 'Entry', and 'Exit'. There are two rows: 'SHORE Work Experience' with type 'Other' and 'Emergency Overnight' with type 'Emergency shelter (e.g., facility or vouchers)'. Both have an 'Entry' date of '12/12/2007'. At the bottom, there are 'Back' and 'Copy Program' buttons.

From	To	Program Name	Program Type	Entry	Exit
<input checked="" type="radio"/>	<input type="radio"/>	SHORE Work Experience	Other	12/12/2007	
<input type="radio"/>	<input checked="" type="radio"/>	+ Emergency Overnight	Emergency shelter (e.g., facility or vouchers)	12/12/2007	

Back Copy Program

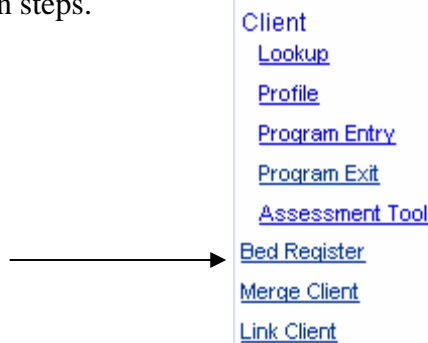
Figure 11: Copy Program Data screen



## Assessment Tool

### Introduction

The Assessment Tool shortcut is located in the Client Services menu (on the left side of the screen). The Assessment Tool allows the user to assess the client in seventeen important domains at various times, to add action steps specific to that domain and to review the case history of assessments and action steps.



The following pages will demonstrate each of the Assessment Tool.

### Create an Assessment

To create an assessment:

Steps	Action
1	Use <b>Client Lookup</b> or click on <b>Profile</b> to get to the Client Activity Information Page.
2	Select the <b>Assessment Tool</b> hyperlink on the left.
3	Select <b>Assess</b> at the bottom of the screen (Figure 12).
4	In the Assessment Tool screen (Figure 13), select the reasons for homelessness (primary and secondary).
5	Select the appropriate current functioning level (In Crisis, Vulnerable, Safe, etc.) of the desired domain (Income, Employment, Housing, etc.) for this assessment.  Note: a description of the functioning level appears when you hold the mouse over the associated domain (e.g. “No income” describes what it means to be In Crisis relative to Income.)
6	Select <b>Save</b> when the desired levels for each domain have been completed.



**Case Record** ID- 54, Ann Goodsell, Female, 111-22-3333, DoB- 9/12/1970

No Case Records Found

Assess

Figure 12: Assess Button

**Assessment Tool** ID- 54, Ann Goodsell, Female, 111-22-3333, DoB- 9/12/1970

Reason for Homelessness-Primary: Medical Reasons  
Reason for Homelessness- Secondary: Eviction-Nonpayment of Rent

Step 4

Domain	In Crisis	Vulnerable	Safe	Building Capacity	Thriving	Adequate Progress	Outcome	
	1	2	3	4	5		Successful	Un-Successful
Income	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Employment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Housing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Food	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Childcare	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Children's Education	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Adult Education	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Legal	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Health Care	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Life Skills	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Mental Health	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Substance Abuse	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Family Relations	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Mobility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Community Involvement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Parenting Skills	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>

Step 5

Save

Add Actions

Case Record

Figure 13: Assessment Tool screen



---

**Display a  
Case Record**

To display a Case Record:

<b>Steps</b>	<b>Action</b>
<b>1</b>	Use <b>Client Lookup</b> or click on <b>Profile</b> to get to the Client Activity Information Page.
<b>2</b>	Select the <b>Assessment Tool</b> hyperlink on the left.
<b>3</b>	In the Case Record screen (Figure 14), a history of initial and current assessments is documented along with information on action steps.
<b>4</b>	To add an assessment, select <b>Assess</b> and follow the steps under Create an Assessment (page 12).



Case Record		ID- 54, Ann Goodsell, Female, 111-22-3333, DoB- 9/12/1970					
<b>Reason for Homelessness-Primary:</b>		Medical Reasons		<b>Assessed By:</b>		hmisdeveloper	
<b>Reason for Homelessness-Secondary:</b>		Eviction-Nonpayment of Rent		<b>Last Assessed By:</b>		hmisdeveloper	
Domain	Adequate Progress Unenroll	Assessment Initial	Assessment Current	Action Steps	Start Date	Completion Date	Notes for ActionSteps
Income	<input type="checkbox"/>	2	3	Job Seeking	01/02/2008	01/12/2088	Actively looking
Employment	<input type="checkbox"/>	3	2				
Housing	<input type="checkbox"/>	3	4	Housing Search	12/27/2007		
Food	<input type="checkbox"/>	3	1				
Childcare	<input type="checkbox"/>	2	3				
Children's Education	<input type="checkbox"/>	2	1				
Adult Education	<input type="checkbox"/>	2	3				
Legal	<input type="checkbox"/>	2	1				
Health Care	<input type="checkbox"/>	2	3				
Life Skills	<input type="checkbox"/>	2	3				
Mental Health	<input type="checkbox"/>	3	3				
Substance Abuse	<input type="checkbox"/>	3	3				
Family Relations	<input type="checkbox"/>	2	2				
Mobility	<input type="checkbox"/>	5	5				
Community Involvement	<input type="checkbox"/>	1	1				
Safety	<input type="checkbox"/>	4	4				
Parenting Skills	<input type="checkbox"/>	2	2				

**Assess**

Figure 14: Case Record screen





---

**Add an  
Action**

To add an action:

Steps	Action
1	Use <b>Client Lookup</b> or click on <b>Profile</b> to get to the Client Activity Information Page.
2	Select the <b>Assessment Tool</b> hyperlink on the left.
3	In the Case Record screen (Figure 14), a history of initial and current assessments is documented along with information on action steps.
4	To add an action, select <b>Assess</b> and then <b>Add Actions</b> from the Assessment Tool screen (Figure 15).
5	Complete the fields in the Add Actions screen (Figure 16).
6	Select <b>Save</b> .



Assessment Tool		ID- 54, Ann Goodsell, Female, 111-22-3333, DoB- 9/12/1970						
Reason for Homelessness-Primary:		<div style="border: 1px solid black; padding: 2px;">Medical Reasons</div>						
Reason for Homelessness- Secondary:		<div style="border: 1px solid black; padding: 2px;">Eviction-Nonpayment of Rent</div>						
Domain	In Crisis	Vulnerable	Safe	Building Capacity	Thriving	Adequate Progress	Outcome	
	1	2	3	4	5		Successful	Un-Successful
Income	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Employment	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Housing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Food	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Childcare	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Children's Education	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Adult Education	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Legal	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Health Care	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Life Skills	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Mental Health	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Substance Abuse	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Family Relations	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Mobility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Community Involvement	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Safety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Parenting Skills	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>

Save

Add Actions

Case Record

Figure 15: Assessment Tool screen



**Add Actions** ID- 54, Ann Goodsell, Female, 111-22-3333, DoB- 9/12/1970

Assessment Date: 2008-01-09 Last Assessed: 2008-01-09 14:06:56.939 Domain:

Action Steps	Start Date *	Completion Date	Notes
<input type="text" value="Job Seeking"/>	<input type="text" value="1"/> - <input type="text" value="2"/> - <input type="text" value="2008"/>	<input type="text" value="1"/> - <input type="text" value="12"/> - <input type="text" value="2088"/>	<input type="text" value="Actively looking"/>

**Actions Taken**

Action Steps	Start Date	Completion Date	Notes
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Figure 16: Add Actions screen